

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

15 July 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-30 - Expires 15 August 2009

1. The Military Department is accepting applications for the State Active Duty permanent position indicated below. Incumbent will be provided an initial limited-term appointment, which is greater than six months and provides full benefit status for the appointee and their beneficiaries. ***An Officer selected for this position will be paid at their federal or State Military Reserve pay rank, not to exceed O3 pay rate.*** Continuation and subsequent extension of service of the selected applicant will be determined by their individual performance of duty and continuation of the funding. This announcement will expire 15 August 2009 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | Project Manager (SAD 03) |
| b. EMPLOYMENT LOCATION: | Sacramento, CA (JFHQ) |
| c. PROJECTED EMPLOYMENT DATE: | 1 September 2009* |
| | <i>*Pending Availability of Funds</i> |
| d. SELECTING SUPERVISOR: | Director, Construction and Facilities Management Office |

3. The basic qualification requirements are:

- a. **Military Service:** Member of the active or retired California National Guard, or active member of the State Military Reserve in the grade of O-2 through O-4.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant is required. Knowledge of techniques used in the construction and maintenance fields is required. Special consideration may be given to applicants who have had experience in controlling and managing budgets, performing estimating duties, or having familiarity with facility operations.
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. **Communication Skills:** Must be able to effectively communicate orally and in writing. Applicant may be asked to produce a short, handwritten report during the interview process.

4. Other requirements are indicated below:

- a. Must possess strong administrative management skills and the ability to make timely, well-considered decisions; able to exercise independent judgement and use of initiative in organization and supervision.
- b. Must have an operational knowledge of the California National Guard organization and the chain of command.
- c. Appropriate military uniform and rank will be worn in accordance with ARNG, ANG, or CSMR regulation.
- d. Required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application¹.**

5. **Principal duties and responsibilities:** Under the general direction of the Facility Operations Specialist, Construction and Facilities Management Office, incumbent works independently on specific matters pertaining to Major Capital Outlay and Military Construction (MILCON) Programs. The Incumbent has the following duties and responsibilities:

¹ *If a current member of the State Military Reserve or a Retired California Army /Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available by request) that indicates your current medical fitness.*

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a. Analyzes, reviews, and assists in the implementation of State and Federal Capital Outlay programs for the Military Department; studies and gathers data in preparing architectural and construction standards for size, type, and costs of structures, methods of construction and optimum space utilization in relation to the functional and operational needs of agency programs; makes analyses and investigations; prepares State and Federal requests outlining scope and standards for preparation of schematic preliminaries. Develops project milestones and time lines, and meets suspense deadlines.

b. Administers, coordinates, and verifies design work performed by Architect and Engineer (A&E) firms. Prepares design scopes of work that reference criteria and established standards for project design. Selects or recommends selection of A&E firms for award of design contracts. Manages and schedules design development, and obtains approval at each design stage. Responsible for reviewing, accepting, or amending work by A&E firms, and rejecting work not meeting established standards. Reviews payment requests for accuracy, verifies work billed, and recommends payment. Requests construction funding.

c. In coordination with the Contracting Officer, manages bidding process and recommends award of construction contracts. Administers, coordinates, and verifies construction work performed by contractors. Identifies or confirms changed site conditions, and assists with negotiation and processing of change orders. Establishes and monitors project schedules. Monitors post-construction issues to include resolution of warranty issues.

d. Coordinates with military, Federal, State, and local government agencies on matters concerning project approvals, budgets, schedules, and scope. Coordinates through Department of Finance for Public Works Board approvals. Coordinates major facility construction projects with the Safety and Occupational Health Office to ensure relevant criteria is considered. Coordinates with the Military Department's Energy Manager on cost reduction savings and conservation programs, and with Environmental Programs on work related matters. As needed, may coordinate with Federal and State agencies to resolve real property issues.

e. Represents the Facility Operations Specialist, Branch Chief, and Director at meetings and briefings as required. Develops and presents briefings on Major Capital Outlay and MILCON activities. Coordinates program requirements at supported ARNG facilities when necessary.

f. Performs staff planning and coordination as part of the Joint Logistics function at JFHQ. Participates in J4 Logistics Operations in support of State and Federal emergency or disaster response requirements on a 24/7 basis, as needed.

g. Performs other duties as assigned.

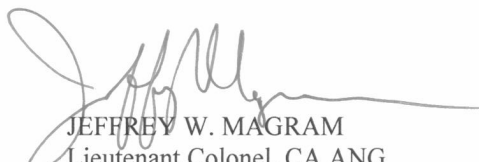
6. Individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to the Office of The Adjutant General, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/default.aspx> or by contacting Mrs. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received by the State Personnel Office no later than 15 August 2009. Applications will not be accepted via FAX.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
Electronic A, F & M


JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

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The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	